

2020 Application Form Instructions

Instructions are provided in the same order as the fields in the form. Some fields have drop down menus to choose from. If you have questions about the application form, contact Mark Ockey, at 406-444-5351 or mockey@mt.gov.

PART A – GENERAL INFORMATION

Project Name Provide a very brief descriptive name for the project(s) (e.g., Mule Creek / Hab Lake Restoration Project).

Sponsor Name Project sponsors must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state, or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax-exempt declaration of 501(c)(3) from the Internal Revenue Service.

Registered with the Secretary of State? All project sponsors must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: <http://sos.mt.gov/business/toolkit/index.asp>

Registered with SAM? System for Award Management; formerly Contractor Certification Registration. Each project sponsor is required to register with SAM. To register or check your organization's status, go to <https://sam.gov/SAM/>. If you get an "Unsupported Browser" error, click on the patriotic top-hat, and you should be redirected to the SAM website.

DUNS # Data Universal Numbering System. Each project sponsor is required to have a current DUNS #. To register or check your organization's status, go to <http://fedgov.dnb.com/webform/index.jsp>

Does your organization have liability insurance? (Y/N) To be eligible to receive 319 funding, the project sponsor must have liability insurance.

Primary Contact This is the person who DEQ would routinely contact to discuss project progress, billing, etc.

Signatory Person who can legally sign contracts and other binding documents on behalf of the project sponsor (e.g., a board chairman).

Signatures The Primary Contact and the Signatory must both sign the Application. Signatures may be submitted one of three ways:

- Scanned and emailed
- Electronic signatures on application
- E-mail chain/attachment combination showing explicit approval by appropriate personnel (signature not explicitly required in this circumstance, the e-mail information serves the same purpose)

Technical and Administrative Qualifications Identify the technical and administrative expertise that you will rely upon for your project. Include qualifications and credentials of project partners that will be involved in design, implementation, monitoring, administration, or other technical aspects of the project.

Past and Current Projects In the table, identify previous and/or ongoing grants or contracts your organization has received from government entities, non-profit groups, or other entities. This is similar to providing a list of references on a job application.

FUNDING REQUEST

319 Funds Requested Total amount of 319 funds requested.

MATCHING FUNDS

Project sponsors must be able to meet a minimum 40% cost share (also known as match) of the total project cost. Match can be from private, state, local, or non-profit sources, it cannot be from federal sources.

Calculating Required Match

$$(X \div 0.60) - X = Y$$

Where

X = amount of 319 funds being requested

Y = amount of cost share required

Example: For a project sponsor requesting \$100,000 in 319 funds, the calculated cost share would be:

$$(\$100,000 \div 0.60) - \$100,000 = \$66,667$$

State Cash Match Cash contributed from state agencies.

Local Cash Match Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources. Please investigate each of your funding sources to ensure that the funding you report as local cash match did not originate from federal sources. For example, if the USDA gives a grant to the nonprofit Green Stream Inc, and then Green Stream Inc uses the USDA funds to offer a grant to your watershed group, funds from the grant would be considered Federal Funds, and could not be reported as Local Cash Match.

In-Kind Match Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal sources.

Federal Funds If part of the project will be funded by federal sources (other than 319), indicate the amount coming from these sources.

Other Funds If there are funds that don't fit into one of the above categories (e.g., if funds from a DNRC grant will be used to help cover project materials, but will not be reported as part of the non-federal match), indicate the amount here.

Total Non-federal Match This field will be filled in automatically in the electronic form. It is equal to the sum of state cash match, local cash match, and in-kind match.

Administrative Fee The amount of requested funds that will go toward contract administration. This amount can be up to 10% of the 319 funds requested.

PART B – PROJECT INFORMATION

Part B must be filled out separately (including providing separate attachments) for each sub-project included in your application. Use the following examples to help determine when to lump and when to split projects. For clarification, contact Mark Ockey, at 406-444-5351 or mockey@mt.gov.

LUMPING EXAMPLES

- Contiguous stream restoration work spanning multiple land parcels
- 3 projects that address similar sources of pollution on a single land parcel (e.g., moving a coral off a stream, implementing a grazing management plan, and relocating a manure storage facility out of the floodplain, all on the same ranch)
- A mini-grant program designed to address numerous failing septic systems scattered throughout a watershed

SPLITTING EXAMPLES

- Stream restoration work occurring on two separate streams, on parcels owned by two separate individuals
- Two projects with significantly different sets of project partners

Project (sub-project) Name Provide a very brief descriptive name for the project (e.g., Bare Bank River Riparian Buffer).

Total Project Cost What is the total cost of this project? Include costs already incurred, as well as anticipated costs, from all sources, for all aspects of the project.

Latitude and Longitude For projects that involve long linear sections of streambank or large surface areas, pick a point that is roughly in the geographical center of the project. Latitude and longitude must be expressed in decimal degrees.

Map A map or set of maps showing the location and size of proposed activity. The map scale must be between 1:1,000 and 1:12,500. The map(s) must have an aerial photo background (e.g., USDA NAIP photography, Google Earth imagery, etc.). The map(s) must show the latitude, longitude, site name, and landowner for the activity site. The map(s) should also identify waterbodies affected by the pollution that the activity is designed to address.

12 Digit HUC #(s) Indicate the 12 digit HUC #(s), sometimes referred to as Sixth Code HUCs, where the project will take place. If you need assistance in determining the HUC, contact DEQ.

Waterbody name from 2018 List of Impaired Waters Indicate the waterbody name where the project will occur. Waterbodies with impairments can be obtained from Montana's Clean Water Act Information

Center (CWAIC) website at www.cwaic.mt.gov. When obtaining data from CWAIC, be sure to look at the right waterbody and the right segment of that waterbody. For example, there are dozens of streams named “Beaver Creek,” so be sure to look at the one in your watershed. Many of the larger streams are divided into segments (i.e., “Assessment Units”), and different segments may have different impairments.

Probable cause(s) of impairment to be addressed For each listed waterbody, CWAIC lists the probable causes of impairment (e.g., sedimentation/siltation, nitrogen, lead). For the selected waterbody, list the probable causes of impairment that your project specifically addresses.

Project Summary Within the space provided, describe the ***nature and*** extent of the problem, the ***root causes*** of the problem, and your ***proposed solution***.

Continuation of previous or ongoing activity? If so, please explain. Is your project related to a larger watershed restoration effort? Is it the implementation of previously developed plans? Is it within or adjacent to a previous project? Is it part of a landscape conservation initiative? Include connections to projects you are involved in, even if your organization is not the primary sponsor.

Watershed Restoration Plan (WRP) and authoring entity Each 319 project must implement recommendations in a DEQ-accepted WRP. Use the dropdown menu to choose from existing, DEQ-accepted WRPs. If your WRP is not listed, you may write in the name.

Letter of support from WRP authoring entity? If “no”, please explain. Where possible, project sponsors should consult directly with the entity that wrote the local WRP and obtain a letter of support to ensure consistency with the goals and direction within the WRP. Indicate whether a letter of support was obtained. If the WRP author could not be reached (e.g., they no longer exist) or declined to provide a letter of support, please explain.

How will this project implement recommendations in the WRP? List or describe the recommendations your project will implement.

Nonpoint Source Goals Describe the nonpoint source pollution goals for your project.

PARTNERS AND ROLES

Landowner(s) Where applicable, provide the name of each landowner on whose property you will be working. If you are proposing on-the-ground activities, you ***MUST attach a letter of support from each landowner.***

Other Partners List each of the other partners in the project and describe their role or contribution. Include funders, consultants, agencies, project beneficiaries, and any other partner entities. Please obtain and attach letters of support from each key partner.

PLANNING AND COORDINATION

Planning and coordination includes permitting, design development, landowner agreements, volunteer recruitment, communication with partners, alignment with larger planning efforts, procurement and oversight of contractors, etc.

Planning Activities Completed List the planning activities that have already been completed (e.g., studies completed, designs prepared, permits obtained, landowner agreements in place, consultants chosen, funding secured). ***Attach copies of all applicable documents.***

Task Description Describe the planning and coordination activities you will complete as part of your 319 project.

Deliverables List the items you will submit to DEQ as evidence of completing the activities above.

Budget Fill out the budget table for this task.

- **Is Match Secured?** Match is not required to be secured at the time of application submittal. “Secured” means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Timeline Indicate the timeframe in which you will complete this task (MM/YYYY – MM/YYYY).

PROJECT IMPLEMENTATION TASK

Task Description Describe the best management practices, restoration techniques and other on-the-ground activities you are planning, and provide an estimate of the extent to which they will be implemented (e.g., 400 feet of riparian planting, 5 malfunctioning septic systems upgraded, 2.5 acres of livestock corral moved to higher ground, 12,000 cubic yards of mine waste moved from the floodplain to a repository, etc.). ***If you are applying for funding solely for project design work***, provide a rough estimate of the type and size of the problem your designs will address, and some of the possible techniques you would consider.

Deliverables List the items you will submit to DEQ as evidence of completing the activities above.

Budget Fill out the budget table for this task.

- **Is Match Secured?** Match is not required to be secured at the time of application submittal. “Secured” means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Timeline Indicate the timeframe in which you will complete this task (MM/YYYY – MM/YYYY).

Appropriate Next Step Explain how the project is an appropriate next step for making progress towards removing a pollutant/waterbody combination from Montana’s 2018 Impaired Waters list.

Sustainability Explain how the project will contribute to long-term, sustainable reductions in nonpoint source pollution.

Natural Processes Explain how the project will promote self-maintaining natural, ecological, and social processes that protect water quality.

The DEQ Nonpoint Source program is a strong advocate of techniques and strategies that restore natural stream processes and conditions such as channel migration, habitat diversity, and native plant and animal communities. Practices like rock armoring (rip-rap), revegetating with non-native plant species, and replacement of aging infrastructure are generally not appropriate for 319 funding. For specific questions, please contact a member of the Nonpoint Source Program staff.

PROJECT EFFECTIVENESS EVALUATION

Task Description List the specific metrics you will use to evaluate whether the nonpoint source goals described above under “General Information” have been met.

Deliverables Identify and quantify the tangible products you will submit to document completion of the task (e.g., plant mortality monitoring results, photos, calculated load reductions, etc.).

Budget Fill out the budget table for this task.

- **Is Match Secured?** Match is not required to be secured at the time of application submittal. “Secured” means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Timeline Indicate the timeframe in which you will complete this task (MM/YYYY – MM/YYYY).

THE BIGGER PICTURE

Nonpoint source pollution prevention projects often have benefits to natural resources and local communities, that extend beyond simply reducing pollution.

Other Natural Resources Describe the benefits the project will have to other natural resources and environmental concerns (e.g., native fisheries, endangered species, wetland protection, climate change).

Climate Resiliency Explain how the project will address climate change resiliency and adaptation.

Public Visibility Highly visible projects can inspire people to take additional actions to reduce nonpoint source pollution. Describe the extent to which the project provides direct public access or aesthetic benefit.

Point Source / Nonpoint Source Relationships Describe the extent to which the project will reduce pollutant loading above a permitted point source in a manner that could contribute to future economic benefit for a downstream community.

Source Water Protection Describe the extent to which the project helps protect a drinking water source.

Healthy Watersheds Describe the extent to which the project will help prevent healthy waterbodies from becoming impaired.

PART C – EDUCATION AND OUTREACH

DEQ recognizes that developing good projects often requires a considerable amount of time and effort up front to build relationships and trust with individual landowners and stakeholder groups. To promote the development of future projects, DEQ is encouraging project sponsors to use up to \$5,000 in 319 funding for education and outreach to develop and capitalize on these critical relationships. All activities must implement recommendations in a DEQ-accepted Watershed Restoration Plan. Project sponsors are encouraged to use completed on-the-ground projects as tools in their efforts to reach additional landowners.

Task Description Describe the education and outreach activities you will complete to promote or facilitate future efforts to reduce nonpoint source pollution. Identify your target audience (e.g., ranchers along the Patty River, septic system owners in the Coli Creek watershed). Describe the message you plan on delivering, and your mode of delivery.

Deliverables List the items you will submit to DEQ as evidence of completing the activities above.

Budget Fill out the budget table for this task.

- **Is Match Secured?** Match is not required to be secured at the time of application submittal. “Secured” means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Timeline Indicate the timeframe in which you will complete this task (MM/YYYY – MM/YYYY).

PART D – PROJECT ADMINISTRATION

319 funds are administered as contracts. Payment is on a reimbursement basis. Semi-annual reporting and a final report are required. A maximum of 10% of the total 319 funds requested may be used to pay for project administration. Project administration costs include things like billing and reporting, incidentals and overhead, phone and internet, office space/rent, office supplies, insurance, etc.

Task Description Describe the project administration activities and expenses associated with your projects. Be sure to include expenses for billing and reporting.

Deliverables List the items you will submit to DEQ as evidence of completing the activities above.

Budget Fill out the budget table for this task.

- **Is Match Secured?** Match is not required to be secured at the time of application submittal. “Secured” means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.

Timeline Indicate the timeframe in which you will complete this task (MM/YYYY – MM/YYYY).